

## INTERIM EMPLOYEE RATING

<b>Name</b>	<b>Employee Identification Number</b>	<b>Position Code</b>
<b>Position Title</b>	<b>Department/Agency (Process Level)</b>	
<b>Supervisor's Name</b>	<b>Rating Period Start/Ending Dates</b> Thru	

**TYPE**

☐

**Initial Rating**

☐

**Follow-up Rating**

In the space provided below, address specific performance or behavior problems, identify specific expectations for improvement, and establish a time frame for improvement, generally three months during a follow-up rating period. The follow-up rating will be due within fourteen days of the established review period. The follow-up rating must address the employee's performance or behavior in relation to expectations established for the follow-up rating period.

**EVALUATION**

☐

**Satisfactory**

☐

**Unsatisfactory**

**Employer Certifications**

I certify that this rating report constitutes my evaluation of the performance by this employee for the period covered.

\_\_\_\_\_  
**Supervisor's Signature/Date**

I certify that I have reviewed this evaluation and concur with the rating given.

\_\_\_\_\_  
**Appointing Authority's Signature/Date**

**Employee Certification**

I certify that I have had an opportunity to review this evaluation and understand that I am to receive a copy of it. I understand that my signature does not necessarily mean that I agree with the evaluation.

\_\_\_\_\_  
**Employee's Signature/Date**

**Receipt of an unsatisfactory rating may result in demotion or separation from state employment.**

**INTERIM EMPLOYEE RATING FORM (CS-375)**  
**INSTRUCTIONS FOR COMPLETION**

- A. The Interim Employee Rating form (CS-375) is used to document interim employee ratings and follow-up ratings after an interim rating is issued.
- B. The interim employee rating is not used during the probationary period.
- C. The interim rating is used to document an employee's performance or behavior during the annual review period.
- D. The supervisor shall record the specific performance or behavior problems, identify specific expectations for improvement and establish a time frame for improvement, generally three months (520) hours, during a follow-up rating period. The follow-up rating will be due within fourteen days of the end of the established review period.
- E. The supervisor and appointing authority shall sign and date the form before issuing the interim rating.
- F. The supervisor shall review the rating with the employee and then obtain the employee's signature in the appropriate space on the form. The employee's signature does not necessarily mean that the employee agrees with the evaluation and rating assigned. The supervisor shall retain a copy of the form, give the employee a copy, and forward the original to the appointing authority.
- G. At the end of the follow-up rating period, the supervisor shall evaluate the employee's performance and assign a rating of either satisfactory or unsatisfactory. The employee's achievement in relation to the performance or behavior problems should be considered in determining the employee's overall rating. The supervisor's comments should be noted on the form. The supervisor shall review the evaluation with the employee.
- H. The employee shall sign and date the form to certify having reviewed the evaluation and rating. The employee's signature does not necessarily mean that the employee agrees with the evaluation and rating category. The supervisor and appointing authority shall certify to the accuracy of the evaluation and rating. An employee's refusal to sign the form shall be witnessed by another supervisor, who will sign the form indicating the refusal, and the form will be processed as if the employee had signed.
- I. An employee must be in satisfactory standing to receive a step increase or a position reclassification.
- J. An appointing authority may demote or dismiss an employee based on an unsatisfactory rating. If such a rating is issued, but the employee is not demoted or dismissed, the appointing authority must establish a follow-up rating period. The follow-up rating will be due within fourteen days of the end of the follow-up period.
- K. If the follow-up rating is not issued within the fourteen days at the end of the follow-up rating period, the employee has fourteen days to request a written rating. If the appointing authority fails to comply with the employee's request within fourteen days of receipt of the request, the employee shall be returned to satisfactory standing, effective the end of the new rating period.
- L. The appointing authority shall forward a copy of any unsatisfactory ratings to the Bureau of Human Resource Services, Department of Civil Service, P.O. Box 30002, Lansing, Michigan 48909.